



**U.S. Department of Housing and Urban Development**  
**Northwest/Alaska Multifamily Housing Hub**  
 serving : Alaska, Idaho, Oregon and Washington

**December 17, 1998**

**SAMA CHECKLIST**  
**New Construction**  
**207, 207M, 221(d)3, 221(d)4 and 231**

NAME OF PROJECT:

\_\_\_\_\_

PROJECT NUMBER:

\_\_\_\_\_

One copy of the following exhibits are required by the Seattle Hub or the Oregon Program Center as part of the Site Appraisal Market Analysis (SAMA) application. The application cannot be accepted without receipt of each exhibit. Once all exhibits are received and determined acceptable, the application fee, the original application, and the required number of copies will be requested. When requested, please hand deliver the application fee to the Multifamily Lead Project Manager at the Northwest/Alaska Multifamily Hub Office nearest you, via certified mail/return receipt.

1.	_____	Cover letter.
2.	_____	A complete form HUD-92013, Application for Multifamily Housing Project dated 10/92.
3.	_____	A complete form HUD-92013E, Supplemental Application and Processing Form Housing for the Elderly/Disabled dated 5/93 (if applicable).
4.	_____	The "Byrd Amendment" Certification for Contracts, Grants, Loans, and Cooperative Agreements,  or  SF-LLL and SF-LLL-A, Disclosure of Lobbying Activities per HUD Notice H 90-27, if applicant has engaged in lobbying activity
5.	_____	HUD-2880 Applicant/Recipient Disclosure/Update
6.	_____	Consultant resume, Housing Consultant Certificate (form HUD-92531) and Contract (form HUD-92531A) (if applicable).

7.	_____	A sketch plan of the site. All dimensions should be shown, as well as location of proposed structures, streets, parking areas and drives, service and play areas.
8.	_____	A location map with the project clearly indicated.
9.	_____	The legal description of the property.
10.	_____	Evidence of permissive zoning, or evidence that needed rezoning is likely before submission of the Firm Commitment application.
11.	_____	Evidence of site control.
12.	_____	Evidence of last arms-length transaction and price, including a certification by the sponsor that evidence submitted in response to this item reflects the last arms-length purchase price.
13.	_____	Form HUD-2530, Previous Participation Certification dated 3/87, on all principal participants as identified on page one of Instructions for Completing the Previous Participation Certificate and is as follows:
	a.	_____ Sponsors
	b.	_____ Mortgagor
	c.	_____ Principals of the mortgagor including all general partners, limited partners with at least 25 percent interest, stockholders with at least 10 percent interest, and corporate officers.
	d.	_____ General contractor
	e.	_____ Management agent
	f.	_____ Loan broker/packager
	g.	_____ Housing consultant (for non-profit sponsors only)
	h.	_____ Architects and/or attorneys with other than an arms-length fee for professional services (if applicable)
	i.	_____ Affiliates which have the ability to control any principals (if applicable)
14.	_____	Verification of social security number and/or employer identification number, by a third party governmental agency, for the sponsor, mortgagor, each principal of the mortgagor, and the general contractor.
15.	_____	A certification for civil rights requirements, per HUD Handbook 4560.3 (for single room occupancy-SRO only).
16.	_____	Form HUD-92010, Equal Employment Opportunity Certification.
17.	_____	Form FHA-3433, Determination of Eligibility as a Nonprofit Sponsor (if applicable).
18.	_____	The following are optional exhibits. If available, please provide the following (or any other items) that will help expedite our SAMA processing.

a.	_____	Evidence to support marketability of the proposal.
b.	_____	An assessor's map with parcel numbers.
c.	_____	A recent tax statement from the assessor's office.
d.	_____	A zoning map of the immediate neighborhood.
e.	_____	Information/documentation on wetlands, flood hazards, or other special property features.
f.	_____	Photographs of the property and immediate area.
g.	_____	Typical unit plan.
h.	_____	Evidence of available utilities.
i.	_____	More detailed site drawings or other design documents beyond the minimum required.
j.	_____	A topographical map. An approximate "topo" map done without the aid of instruments may be sufficient.
k.	_____	Resumes of qualifications, including previous HUD experience, for the mortgagor, individual principals, the general contractor, the architect, and (if applicable) the housing consultant.

It is the policy of the U.S. Department of Housing and Urban Development to encourage the participation of Women and Minority-owned Business Enterprises (W/MBEs) wherever possible in the Departments programs. As a recipient of the FHA-insured loan, the owner, sponsor, and (if applicable) the general contractor must provide evidence prior to final endorsement that W/MBEs were given an opportunity to bid on, and participate in, at least 20 percent of the dollar value of all contracts awarded.

If there are questions about exhibit requirements, please contact the Northwest/Alaska Hub Office nearest you

\_\_\_\_\_  
Multifamily Project Manager

\_\_\_\_\_  
Date